

OCFO BULLETIN



Published by the Office of the Chief Financial Officer

August 15, 2000 - FY00 No. 1 1

OCFO Financial Library

< FOR A HOT TOPIC YOU NEED A HOT BUTTON

The OCFO gets frequent inquiries about financial system requirements. FINANCENET offers the latest from JFMIP on this topic. Click here to go directly to JFMIP

<http://www.financenet.gov/financenet/fed/jfmip/reports.htm> . For laws, regulations and DOL policies on financial systems we also recommend you browse the OCFO financial library reference aisle, stack 600.

COST ACCOUNTING PILOT

We are making headway with the managerial cost accounting pilot. On June 23rd, Ken Bresnahan briefed the Management Review Council, which generated positive interest among members of the Executive Staff. We will begin a new pilot in ILAB very soon. Also, we have purchased the Hyperion Activity Based Management software, which will be utilized to build a BLS model with existing data. Finally, the OCFO pilot has been expanded to use cost information as a basis in setting fees and reimbursements for Working Capital Fund services. Much has been done to gain momentum to keep this project on course, but there is still more to do, such as directing training sessions, conducting additional pilots and expanding existing pilots. However, so far we are on the right track. Please continue to check the Bulletin for current information regarding the pilot. If you have any questions or comments, please contact Mona Williams (williams-mona@dol.gov).

FINANCIAL REPORTING

< YEAR-END CLOSE UPDATE

The FY 2000 Year End Closing Statement must be submitted to Treasury on or before November 8, 2000. A critical prerequisite to meeting the November 8 deadline is performing a detailed month end review of the Report on Budget Execution (SF 133). It is important that the reports are reviewed each month so that errors can be identified and the appropriate adjusting entries posted to the Department's core accounting system (DOLAR\$) prior to our quarterly transmission of these reports to OMB and Treasury.

We have asked each Agency Financial Manager to verify the accuracy of the SF133 prior to the quarterly transmission of these reports. Agency Financial Managers must notify Karen Tekleberhan of the accuracy

of the SF 133 reports for the quarter ending September 30, 2000, on or before October 30, 2000.

On July 11, the CFO Accounting Subgroup met to review plans for the orderly close out of FY 2000 financial activity at the Department. Agreement was reached that all internal reconciliation activity needed to produce the September SF 224 report would be complete by September 30 and that cash reconciliations needed to produce external reports would be complete by October 25.

Key Dates from FY 2000 Year End Closing Plan

<u>DATES</u>	<u>ACTIVITY</u>
August 16	Last Day to Submit FY 2001 RCC/IAC to OCFO
August 23	Preliminary SF 224 for August
September 21	1st Preliminary September SF 224
September 25	Last Day to Submit DL 1-280s to OCFO
September 29	Last Day to Submit FY 2001 Project Codes to OCFO
September 30	2nd Preliminary September SF 224
October 3	3rd Preliminary September SF 224
October 5	Final September SF 224
October 6	Last Day to Transmit SF 224 to Treasury
October 27	Last Day to Submit Cash Adjustments to OCFO
October 30	E-Approval from AFM to transmit 4th Quarter SF 133
November 8	Last Day to Transmit Year End Close Statement

DOLAR\$ MODERNIZATION

< FINANCIAL DATA STORE

Work continues on the procurement to help us build a data warehouse for financial information at the Department. Our request for proposals is “*on the street.*” We expect to receive at least ten proposals for the design, development and implementation services of the Financial Data Store.

The Evaluation Panel includes staff from MSHA, BLS, OASAM and the OCFO. The Panel will evaluate the offeror’s prior experience, technical design, cost, project plan, corporate qualifications and the qualifications of key personnel.

TRAINING OPPORTUNITIES

< FINANCIAL MANAGEMENT CONFERENCE

Please, don’t forget to mark your calendar for the OCFO Financial Management Conference scheduled **November 7, 8, and 9th** at the Lowes Annapolis Hotel, in Annapolis, Maryland. This will be the perfect opportunity to become familiar with the various topics, projects and initiatives affecting the financial management community. Continue to consult the Bulletin for more detailed information as we approach the start of the conference. For questions or comments, please contact Anita Byrd by e-mail (byrd-anita@dol.gov).

< OCFO FINANCIAL MANAGEMENT TRAINING SEMINARS

The financial management training seminars has been receiving rave reviews! We have completed two of a series of scheduled seminars for the year. The first seminar, presented by Mr. Donald Strother, was outstanding. It reviewed the roles and responsibilities of the CFO regarding accounting operations and examined the tools used by the CFO to accomplish its mission. The seminar was broken into the following components: mission of the CFO; accounting system maintenance; funds obligation; CFO oversight function; fund control and the CFO oversight tools. In the words of the participants, it was “informative,” “very well organized,” and “easy to understand.”

The second seminar was presented by Mr. Lee Jones and it focused on DOLAR\$ Modernization. The presentation focused on understanding the need to modernize DOLAR\$, the process outlined for the completion of the modernization, the findings of the study and assessment by the Logistics Management

Institute (LMI) and the five various components of the modernization project. Again, an excellent seminar which received positive reviews by the attendees. For those of you who have not yet attended, you don't know what you're missing! Please review the following list for the upcoming seminars and we hope to see you at the next event.

<u>DATE</u>	<u>LOCATION</u>	<u>PRESENTER</u>	<u>SUBJECT</u>
Sept. 6	N3437A	Ms. Mona Williams	Unraveling the Mysteries of the Working Capital Fund
Sept. 20	N4437A	Mr. Mike Griffin	Reengineering the small purchase card payment process
Oct. 18	TBD	Mr. Norman Perkins	Current Issues in Financial Statement Preparation

****All seminars will be presented at 10:00 a.m.**

< **DISTRIBUTED LEARNING PROJECT**

In FY 2000, the OCFO contracted with Job Performance Systems, Inc. to produce two web-based interactive accounting courses to replace the current instructor-led DOLAR\$ Core and Accounts Payable training courses. Internet technology will be used to provide anytime, anywhere training that will enable us to share knowledge with all DOL employees that use our accounting system, convert this knowledge into positive actions, and distribute new information expediently and immediately to change the user's behavior. As a result, this new training initiative will not only provide high-quality on-demand training to all participants, but will also allow more individuals to take the course at the comfort of their work site at their own pace. For questions or comments, please contact Anita Byrd (byrd-anita@dol.gov).

< **FINANCIAL MANAGEMENT CAREERS PROGRAM**

In the June 2000 OCFO Bulletin, the Financial Management Careers Program (FMCP) was highlighted to familiarize everyone with the program and outline why it is such an important component of our efforts to recruit outstanding people for financial management positions throughout the Department. This article attempts to examine the activities of its current members and report what they have learned and how they have adapted in their new roles.

Since the inception of the FMCP, the participants have embarked upon many diverse projects, assignments and activities. Cost accounting projects, travel system implementation, accounting operations, and financial library execution are just a hint of the wealth of experiences these participants have enjoyed. As a result of the OCFO seminars, rotations, course work and on-the-job training,

everyone has attested to their professional and personal growth.

After conducting a survey of the employees in the program, there was a host of enlightening assessments. “Enthusiasm,” “thirst for knowledge,” “heightened awareness of DOL policies,” and “enhanced interpersonal and communication skills” were some of the key phrases used to describe the impact of the FMCP on its participants. One member lauded the fact that the rotations allowed her to fit all of the pieces of OCFO together, which forged an enhanced understanding of the agency as a whole. Another participant marveled that working on a project with a team has forced her to become more open. Someone else described the initial growing pains of taking on a new role, but was appreciative of the support given to her by her supervisor and fellow FMCP members. With all of the excitement in their responses, one can surmise that the participants have encountered valuable learning experiences which will help them blossom into highly trained financial management staff members.

The participants of the Financial Management Careers Program will surely be a great asset to the Department. Commendable accomplishments and continuous learning will afford them the capability of tackling any financial management problem. The next team of members under the program have much to look forward to!

ANNOUNCEMENTS

Congratulations to Tahn and Jerry Myers! Baby boy Jacob Darius arrived Monday, July 31st, weighing 7lbs. 3 ounces. All are doing well.

REGIONAL TRANSIT SUBSIDY

Regional Transit Subsidy payments will be processed at 2pm on September 16, 2000. Reimbursements should be in employee bank accounts no later than September 20, 2000.

ATA Update as of PP 17, 2000

Where We Are Now

As of pay period 17, 2000, there were 10,046 ATA users nationwide, about 62 percent of DOL

employees.

ATA Users				
Agency	National Office Users	Regional Location Users	Total Agency	Percentage Using ATA
BLS	837	81	918	35 %
ESA	692	1436	2128	54 %
ETA	631	663	1294	93 %
ILAB	100	N/A	100	100 %
MSHA	392	454	846	37 %
OASAM	510	312	822	99 %
OIG	167	255	422	100 %
OSEC	478	32	510	70 %
OSHA	430	1000	1430	65 %
SOL	377	322	699	100 %
PWBA	229	575	804	100 %
VETS	46	27	73	29 %*

*The base includes employees in State offices.

DOLAR\$ AVAILABILITY SCHEDULE

August 15, 2000 through September 20, 2000

Following are the dates and hours that DOLAR\$ will be available from August 15, 2000 through September 20, 2000. Any Agency Financial Manager or Regional Financial Officer who requires a change to this schedule should call Karen Tekleberhan at (202) 219-8314, ext. 166 or Naomi Franklin at (202) 219-6922, ext. 153.

August 2000

Tue.,	Aug.	15	-	Fri.,	Aug.	18	8:00 a.m. to 8:00 p.m.
Sat.,	Aug.	19	-	Sun.,	Aug.	20	System Closed
Mon.,	Aug.	21	-	Fri.,	Aug.	25	8:00 a.m. to 8:00 p.m.
Sat.,	Aug.	26	-	Sun.,	Aug.	27	System Closed
Mon.,	Aug.	28	-	Thur.,	Aug.	31	8:00 a.m. to 8:00 p.m.

September 2000

Fri.,	Sept.	1	-	Fri.,	Sept.	1	8:00 a.m. to 8:00 p.m.
Sat.,	Sept.	2	-	Sun.,	Sept.	3	System Closed
Mon.,	Sept.	4	-	Mon.,	Sept.	4	System Closed (Holiday)
Tue.,	Sept.	5	-	Fri.,	Sept.	8	8:00 a.m. to 8:00 p.m.
Sat.,	Sept.	9	-	Sun.,	Sept.	10	System Closed
Mon.,	Sept.	11	-	Fri.,	Sept.	15	8:00 a.m. to 8:00 p.m.